

# IDEA Discretionary Grant Application for FY 2012

## An Overview

Claudia Kessel, Grants Specialist  
Special Education Team  
WI Department of Public Instruction  
[www.dpi.wi.gov/sped/grt\\_disc.html](http://www.dpi.wi.gov/sped/grt_disc.html)



# Application Components

1. Assurances and Certifications  
(PI-2111-CERT)
2. Application/ Work Plan  
(PI-2111a)
3. Budget (web-based)  
(PI-2111b)

You can access these documents through links in the NOFA or on the website,  
[www.dpi.wi.gov/sped/grt\\_disc.html](http://www.dpi.wi.gov/sped/grt_disc.html)

# IDEA Part B Discretionary Grant Web Page

[www.dpi.wi.gov/sped/grt\\_disc.html](http://www.dpi.wi.gov/sped/grt_disc.html)

- Summary of current year's IDEA Discretionary Grant projects
- Application components
- Timelines
- Contact
- Technical Assistance
- Webinar and power point will be posted by early next week (Week of April 18)

# Summary of Major Changes to Application in FY 2012

## Discretionary Grant Web Portal

- Budget will be web-based, integrated as part of the Portal
- Work Plan and Assurances will be uploaded to the Portal as Word documents
- Updates to the content of the Work Plan

# Timeline FY 2011-2012

- **April 4, 2011:** Notice of Funding Availability (NOFAs) released. NOFAs will include total funding available, guidelines, and information about the Discretionary Grant Web Portal. Along with the NOFA, the forms for the work plan and budget (as a planning tool) will be included.
- **May 2, 2011:** Discretionary Grant Web Portal launched. Budgets will be submitted via the web-based portal system. Work plans and assurances will be uploaded as word documents via the portal.
- **May 16, 2011:** Application submission deadline.
- **May 16 - June 3, 2011:** DPI grant liaisons review applications.
- **June 6, 2010:** Applicants notified of work plan and budget contingencies.
- **June 20, 2011:** Deadline for submission of revised work plans and budgets.
- **June 20 - July 1, 2011:** Revised work plans and budgets reviewed. Final approval process completed.
- **July 1, 2011:** Approved application implementation. Projects begin.

# Timeline FY 2011-2012

- **July 1, 2011- June 30, 2012:** Budget revisions submitted and reviewed throughout year via the Discretionary Grant Web Portal.
- **July –August, 2011:** Grant award notifications and letters sent out.
- **October 31, 2011:** Work plan update #1 due and first quarterly claims due via the Discretionary Grant Web Portal.
- **February 27, 2012:** Work plan update #2 due and second quarterly claims due via the Discretionary Grant Web Portal.
- **June 22, 2012:** Work plan update #3 (including the End of Year Analysis) due and third quarterly claims due via the Discretionary Grant Web Portal.
- **June 30, 2012:** Last day to obligate 2010-2011 discretionary funds. Final budget revisions submitted. Project activities completed. All project income must be spent by this date.
- **September 30, 2012:** Final discretionary financial claims due via the Discretionary Grant Web Portal.

# Assurances

- Assurances and Certifications have been updated for FY 2012
- This is now a separate Word document that will be signed and uploaded via the Portal
- “The grantee shall comply with all applicable statutory and regulatory requirements.” What do these include?

# Statutory and Regulatory Requirements

- Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446]
- 34 Code of Federal Regulations Part 300
- Subchapter V, Chapter 115, Wisconsin Statutes
- Chapter PI 11, Wisconsin Administrative Code  
§ 118.125, Wisconsin Statutes, *Pupil records*
- Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]
- Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]
- Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]
- The Age Discrimination Act [42 U.S.C. 6101 et seq.] [34 CFR § 76.500]
- Drug-free Workplace Requirements for Federal Grant Recipients (The Drug Free Schools and Communities Act Amendments of 1989) [41 USC 702]
- Political Activity of Certain State and Local Employee (The Hatch Act) [5 USC 1501-1508]



# Statutory and Regulatory Requirements

## **Education Department General Administrative Regulations (EDGAR)**

- Part 75- Direct Grant Programs
- Part 76- State-Administered Programs
- Part 77 -Definitions
- Part 80 -Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- Part 82 -New Restrictions on Lobbying
- Part 84 –Government-wide Requirements for Drug-Free Workplace
- Part 85 –Government-wide Debarment and Suspension
- Part 86 - Drug and Alcohol Use Prevention
- Part 97- Protection of Human Subjects
- Part 98-Student Rights in Research, Experimental Programs and Testing
- Part 99-Family Educational Rights and Privacy

# Assurances

- In addition, there are sections of federal and state law and regulations that have been separated out and listed in the assurances document, such as:
  - Copyrights and publications
  - Contracts and Procurement
  - Program Income
  - Equipment
  - Non-discrimination
  - Fiscal control, allowable costs
  - Reporting, Record Retention, Evaluation
  - Time & effort reporting

# Budget

- Budget will be web-based, integrated as part of the Discretionary Grant Web Portal
- Portal will be launched Monday, May 2
- Login and web address provided
- Instructional Manual coming soon
- Additional Webinar: Week of May 2
- For now used Excel Budget Form (PI-2111b) to plan project budget



WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION

**Grants Application Login Page**

**Login ID:**

**Password:**

Sign In

Department of Public Instruction  
Grant Web Portal Main Menu  
Cooperative Ed Serv Agcy 01  
Test

User Info

User Name: Claudia Kessel  
Login ID: violet1  
Role: DPI Grants  
Administrator

User Administration

[Add User](#)  
[Update User](#)  
[Reset Password](#)  
[Re-Activate User](#)

Grant Project Maintenance

[Add Project](#)  
[Update Project](#)  
[Assign Fiscal Agent to Project](#)

Administrator Menu

[Equipment Categories](#)  
[Add Fiscal Agent](#)  
[Change Role](#)

*Error Occurred in LoadPersonnel. Please Try Again.*

Notice of Funding Availability (NOFA)

Project Name/Number	Start Date	End Date	Award
<a href="#">Regional Service Network (CESA 1)</a>			
12-74-9901-IDEA10	07/01/2011	06/30/2012	\$142,600
<a href="#">Early Childhood Regional Program Support Leadership &amp; Large LEA Networking (CESA 1)</a>			
12-74-9901-PIDEA60	07/01/2011	06/30/2012	\$125,537

Active Grant Projects

Project Name/Number	Status	End Date	Award
---------------------	--------	----------	-------

Archived Grant Projects

Project Name/Number	End Date	Award
---------------------	----------	-------

Cooperative Ed Serv Agcy 01  
Test  
Regional Service Network (CESA 1)

**User Info**

User Name: Claudia Kessel  
Login ID: violet1  
Role: DPI Grants  
Administrator

**Grant Info**

Grant Number: 12-74-9901-  
IDEA10  
Current Status: Inactive  
Start Date: 7/1/2011  
End Date: 6/30/2012

## Grants Main Menu

[Grant Budget](#)

[View Notification of Funding Amount \(NOFA\)](#)

[View Workplan/Application](#)

[Upload Completed Assurance/Work Plan](#)

[Adjust Indirect Cost Rate](#)

[Enter/View Grant Project Contacts](#)

## Grant Project Income

[Record Project Income](#)

[Budget Project Income](#)

## Claim Funds

[Enter Claims for Grant Funds](#)

[Enter Claims for Project Income](#)

## Report Menu

Cooperative Ed Serv Agcy 01  
Test  
Regional Service Network (CESA 1)

**User Info**

User Name: Claudia Kessel  
Login ID: violet1  
Role: DPI Grants  
Administrator

**Grant Info**

Grant Number: 12-74-9901-  
IDEA10  
Current Status: Inactive  
Start Date: 7/1/2011  
End Date: 6/30/2012

## Grants Main Menu

[Grant Budget](#)

[View Notification of Funding Amount \(NOFA\)](#)

[View Workplan/Application](#)

[Upload Completed Assurance/Work Plan](#)

[Adjust Indirect Cost Rate](#)

[Enter/View Grant Project Contacts](#)

## Grant Project Income

[Record Project Income](#)

[Budget Project Income](#)

## Claim Funds

[Enter Claims for Grant Funds](#)

[Enter Claims for Project Income](#)

## Report Menu

# Budget: Indirect Costs

- Beginning fiscal year 2012, the grantee will be able to budget and claim indirect costs on IDEA discretionary grants only equal to their indirect rate negotiated with DPI.
- CESAs and other fiscal agents will no longer have the ability to claim up to 9% of administrative/indirect costs.
- The agency must have an indirect rate established with DPI in order to claim indirect costs on discretionary grant projects in FY 2012.
- What is a direct vs. indirect cost?
- Limitations of indirect costs: capital object, sub-grants and contracts





# Work Plan: Overview of Changes

- Identify data to be collected to measure performance at BEGINNING of grant year to be reported at the end of the year
- Renewed focus on End of Year Analysis to report data
- Logic modeling exercise to help map out the connection between activities, goals and SPP indicators supported by the project
- New questions in narrative section



# Work Plan: Page 1

## Project Identification

- Basic grant identification information
  - Fiscal agent
  - Project Title
  - Contact Information
  - Amount Requested (same as budget)

# Work Plan: Page 2

## Project Impact Narrative

**Question #1 – Goals and SPP Indicators: Identify the project goals. Explain how each goal has an impact on the SPP indicators supported by this grant project.**

- State the project goals (same as listed in NOFA)
- No longer limited to three project goals
- Logic model: use this question as an exercise to logically work through how each of the goals are having an effect on the SPP indicators supported by this project.



# Work Plan: Page 2

## Project Impact Narrative

- **Question #2 – Audience:  
Who benefits from this project?  
Explain which individuals benefit  
directly and indirectly from the  
project activities.**



# Work Plan: Page 2

## Project Impact Narrative

- **Question #3 – Accomplishments:**  
**Highlight the recent accomplishments of this grant-funded project in achieving goals and supporting SPP indicators. Include information from Fiscal Year 2010-2011 if available, as well as previous years.**



# Work Plan: Page 2

## Project Impact Narrative

**Question #4 – Improvements:  
How will this grant project be  
improved in Fiscal Year 2011-2012?**



# Work Plan: Page 2

## Project Impact Narrative

**Question #5 - Collaboration:** Describe any partnerships or collaborations with other statewide initiatives, as well as other organizations and agencies. Explain how these collaborations affect the development and implementation of this project.

# Work Plan: Page 2

## Project Impact Narrative

- **Question #6 - Evaluation:**
  - How will this project be evaluated in Fiscal Year 2011-2012?
  - How will feedback continually be gathered, and how will this feedback result in changes to project goals, activities, and processes?
  - Identify which stakeholders will provide feedback about this project and how it will be solicited (e.g., needs assessments, focus groups, surveys, etc).
  - If an evaluation system has not yet been developed, use the data collection and measurement requirement in question #7 to assist in designing such a system.



# Work Plan: Page 2

## Project Impact Narrative

### **Question #7 - Data:**

In order to evaluate the effectiveness of project activities in achieving goals and supporting SPP indicators, determine what quantitative data or what qualitative information will be collected and evaluated during Fiscal Year 2011-2012.

On the work plan (pages 5-7), fill out a measureable objective (a.) and a data measurement (b.) for each activity, if applicable:

**For Goal 1, determine what activity(ies) under this goal will have an associated data measurement.**

(e.g. Provide trainings to district staff on Indicator 13 compliance)

- (a) Set a measurable objective for this activity. (e.g. A minimum of 10 trainings will be provided, or 40% of LEAs across the state will be represented at the trainings)
- (b) Determine what quantitative data will be measured or what qualitative information will be collected. (e.g. Number of trainings provided)

Choose at least one activity to be measured under each goal. Refer to the application guidelines for examples.

# Work Plan, Page 2:

## Project Impact Narrative (Data)

### **Example 1: Quantitative Data Measurement**

**Goal:** Increase compliance with Indicator 13 by increasing engagement of youth in developing and implementing their transition plans, as well as creating personnel development and other resources.

**Activity:** Provide trainings to district staff on Indicator 13 compliance

**a. Measureable objective(s):**

- 15 trainings will be provided for Indicator 13
- 500 Special Education Directors and teachers will be trained
- 40% of district across the state should have at least one staff attend a training

**b. Data measurement(s):**

- Number of trainings provided
- Number of Special Education Directors and teachers trained
- Percentage of LEAs with staff attending a training

Note: Some examples of how this data might be collected: The Project Director maintains a training session log, or an online registration system exists to keep track of training attendees.

# Work Plan, Page 2:

## Project Impact Narrative (Data)

### **Other examples of quantitative data measurements:**

- Total hours of technical assistance or professional development provided to LEA staff at workshops, trainings, or one-on one meetings
- Number of instructional materials/products distributed
- Number of children with disabilities that used assistive technology equipment
- Average survey rating for presentation, conference, workshop or professional development session by attendees
- Average improvement score based on a content-related quiz given to participants before and after a training or workshop
- Percentage of data collection surveys completed and submitted by participants
- Number of districts that effectively completed the collection of indicator data
- Number of days or hours of service provided to LEAs, such as professional development and technical assistance
- Number of participants at workshops, conferences, trainings
- Percentage of LEAs represented by participants at workshops, conferences, trainings

# Work Plan, Page 2:

## Project Impact Narrative (Data)

### **Example 2: Qualitative Data Measurement**

**Goal:** Assist schools in implementing effective evidence-based teaching practices and school organizational practices that support successful outcomes for students from culturally and linguistically diverse backgrounds.

**Activity:** Develop and distribute a monthly e-newsletter to inform teachers and school administrators about evidence-based practices

**a. Measureable objective(s):** n/a

**b. Data measurement(s):**

-Feedback gathered from teachers and school administrators about the usefulness of monthly newsletter content

Note: Some examples of how this data might be collected: Feedback is received through a short online survey as well as through informal email responses and in-person conversations



# Work Plan, Page 2: Project Impact Narrative (Data)

## **Other examples of qualitative data measurements:**

- Qualitative survey results from training participants
- Needs assessment survey results
- Feedback about usefulness of materials or products
- Feedback from partner organizations and agencies about quality of partnerships



# Work Plan, Page 2: Project Impact Narrative (Data)

- Measuring Outputs vs. Outcomes

# Work Plan: Page 3

## SPP Indicators

- **This project supports all the following Wisconsin Statewide Performance Plan Indicators: check the box for each indicator supported by this project. Also identify one or two primary indicators that the project most directly supports by typing “PRIMARY” in the appropriate text box.**

# Work Plan: Page 4

## Logic Model

- For each PRIMARY indicator selected on page 3, create one row in the table below. List the goals that support that indicator and the activities that support that goal.
- In the logic model summary section, explain how each activity influences that goal and indicator.
- You are encouraged to complete this exercise for all indicators supported by this project as a way to logically map out how the activities directly impact on those indicators.
- However, you are only required to complete this table for your one or two PRIMARY indicator(s) listed on page 3.



# Work Plan: Page 4

## Logic Model

- **Example of logical model summary:**

**Indicator: 13**

**Goal:** Increase compliance with Indicator 13 to 100% statewide by increasing engagement of youth in developing and implementing their transition plans, as well as creating personnel development and other resources for teachers.

**Activity:** Coordinate and present Indicator 13 presentations to teachers, administrators, students and other transition stakeholders at 30 sites across the state

**Logic Model Summary:** By providing presentations about Indicator 13, specifically what is a measurable IEP goal and appropriate types of transition services, IEP team members will be more likely to successfully develop and implement transition plans for students with disabilities, thus increasing compliance with Indicator 13.

# Work Plan: Pages 5-7

## Work Plan Section

- **There are seven parts to the activities table:**
  - **Goal**
  - **Activity**
  - **SPP Indicators**
  - **Data measurement**
  - **Project Income**
  - **Individuals**
  - **Estimated Timeline**
  - **Activity Completion Details**

# Work Plan: Pages 5-7

## Work Plan Section

### **Example of Activity Completion Details:**

September 30, 2011

Indicator 13 Training Provided to District  
A, B, & C

### **Example of Activity Completion Details:**

Website updated: Indicator 13  
presentation posted, language revised.

# Work Plan: Page 8

## Project Staff

- By title and name, list each individual identified in the Personnel Section and Purchased Services sections of the IDEA discretionary grant budget and the responsibilities he/she will undertake through this grant project. Grantees should also have complete position descriptions for each individual on file.

# Work Plan: Page 9

## End of Year Analysis

- **Data:**
  - **For each goal, report on the quantitative data or qualitative information collected from this past grant year and indicate whether objectives were met for each data measurement. (Refer to question #7 on page 2). Data collection results may be attached.**
  - **How was this data collected throughout the year?**

# Work Plan: Page 9

## End of Year Analysis

- **Outcomes and Analysis:**
  - **a. Highlight the accomplishments of this grant-funded project for Fiscal Year 2011-2012 in achieving each goal and influencing the SPP indicators. In the description, include any products that resulted from the activities.**
  - **b. Summarize any significant changes that were made to goals, activities, or data measurement during the past year.**
  - **c. Based on the data collected for each goal, which activities had the greatest impact on that goal and on the SPP indicators? Describe the impact.**
  - **d. Based on the data collected for each goal, what improvements will be made in the future to more effectively achieve that goal and support the SPP indicators?**

# Revising an Application Post - Award

- Work Plan/Application
- Budget

# Final Notes and Recommendations

- Overall, the purpose of these changes are to put greater emphasis on outcomes of the grant projects. Are the activities leading to the intended results? Are the projects achieving their goals? Are the activities translating to improvement on the SPP indicators that the project should be supporting?
- It's recommended that you communicate with DPI liaison about data performance measures and collection BEFORE submitting application



# Contact

- Content-related questions:  
Your DPI grant liaison
- Process-related questions:  
Claudia Kessel at 608-267-2349  
[claudia.kessel@dpi.wi.gov](mailto:claudia.kessel@dpi.wi.gov)
- Administration-related questions:  
Sherri Honaker at 608-267-7904  
[sherri.honaker@dpi.wi.gov](mailto:sherri.honaker@dpi.wi.gov)

# Questions?

